



121 Scott Street
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<https://keepersofthecircle.com/>
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REQUEST FOR PROPOSALS

1. GENERAL

Objective / Purpose

Keepers of the Circle is looking for a contract facilitator to deliver our culturally rooted pre-employment training program, Culture, Confidence, and Competence (CCC), in North Bay, ON. This CCC cohort will be in partnership with Motion Industries and is tailored to prepare Indigenous participants to take on a work placement, with potential for full-time employment, post-training. As a contract facilitator, you will co-deliver the CCC curriculum to a group of 10-15 participants with one of our in-house facilitators and local Elder.

Term of Contract

The term of the contract will begin once the contract is fully executed and will end by June 30th, 2026. The selected Bidder shall not start the performance of any work, nor shall Keepers of the Circle be liable to pay the selected Bidder for any service or work performed or expenses incurred before the contract is executed.

Location

The selected individual will be required to participate in online and in-person training to learn Keepers of the Circle's training approach and the CCC curriculum content. Training will occur over the course of Keepers of the Circle's winter 2026 cohort (February 2, 2026 – March 27, 2026).

Training will take place at:

175 Government Rd E, Kirkland Lake, ON P2N 1A6

Delivery of the 7-week CCC program will take place at Motion Industries' North Bay location:

600 Gormanville Rd, Unit B5, North Bay, ON PB 0S7

Diversity and Inclusion

As an Indigenous women-led organization that is focused on supporting the equity of Indigenous women, we prioritize contractors that are aligned with and meet the cultural sensitivity needs of this project. To support businesses that face systemic barriers and challenges, Keepers of the Circle will be prioritizing selecting 1) Indigenous women-led businesses or individuals; 2) Indigenous-led businesses or individuals; 3) women-led businesses or individuals; and 4) Northern Ontario based businesses or individuals when possible.

2. BACKGROUND

Keepers of the Circle is an Indigenous hub operated by the Temiskaming Native Women's Support Group, a non-profit organization mandated to support the social, economic, and cultural equity of Indigenous women. We operate two Indigenous hubs in the traditional Robinson-Huron Treaty territory: Kirkland Lake and New Liskeard. Our hubs are multigenerational centres with a training centre, health clinics, daycare centers, and community gathering spaces where cultural and family support programming is delivered. With Keepers of the Circle's holistic approach to community and economic development for Indigenous communities, we provide multiple services to members including employment skills and training development, childcare, and family support services (including housing stability referrals, social assistance support, and healthcare referrals).

Training and Skills Development

Keepers of the Circle's main economic development program is the Culture, Confidence, and Competence program, a culturally rooted pre-employment training program that builds on the personal and professional development of Indigenous women. We are focused on ensuring that Indigenous community members establish meaningful careers in the sector of their choice and assist them to pursue further education, sector-specific training, and work placements with support from industry partners and other organizations. Keepers of the Circle works across diverse sectors with a particular focus on the skilled trades to increase the representation of Indigenous women within traditionally male-dominated spaces, including but not limited to: mining, security, construction, clean energy, and food and agriculture. Our team of job coaches and partner liaisons work with industry partners to ensure that the work environments that Indigenous women are working within are culturally safe spaces. Through routine check-ins onsite and online with members in work placements or apprenticeships, we are able to evaluate their progress and experience and ensure that any additional supports are provided to ensure their success.

3.SCOPE OF WORK

Deliverables

As a contract facilitator, you will be responsible for co-facilitating our CCC program in partnership with Motion Industries from 9am-5pm daily over the course of 7 weeks. The expected scope of work that will be undertaken under this contract include:

Program Delivery:

Facilitate the Culture, Confidence, and Competence (CCC) Pre-Employment Curriculum Program to participants, ensuring sessions are engaging, respectful, and aligned with culturally relevant teachings.

Curriculum Preparation:

Review curriculum content and prepare necessary materials daily to support seamless and impactful group sessions. This includes adapting content to meet the unique needs of participants when appropriate.

Facilitation & Team Collaboration:

Work collaboratively within a culturally safe and inclusive team environment that includes Indigenous Peoples, Elders, and co-facilitators. Co-lead group sessions, encouraging open dialogue and meaningful participant engagement.

Participant Support & Mentoring:

Identify participant strengths and provide responsive support to address challenges. Employ mentoring strategies and trauma-informed approaches, making timely referrals to internal or external services as needed.

Cultural Identity Development:

Guide participants in exploring and deepening their understanding of their cultural identity as a foundation for personal growth and empowerment.

Barrier Identification & Problem-Solving:

Work closely with participants to identify barriers to employment and implement strategies to overcome them, including promoting mental wellness and resilience.

Inclusion & Accessibility Advisement:

Provide guidance on inclusive practices and workplace accommodations, particularly in support of individuals with disabilities.

Documentation & Record-Keeping:

Maintain accurate, timely, and confidential records of participant progress, including

weekly case notes uploaded to SharePoint. Ensure all program data is managed in accordance with organizational policies and privacy standards.

Team Meetings & Communication:

Actively participate in bi-weekly team meetings with co-facilitators, Partner Liaisons, and the Training Team Manager to discuss progress, share insights, and address any emerging issues or concerns.

General Support:

Perform other related duties as assigned to support the overall success of the participants within the CCC program and the mission of Keepers of the Circle.

Schedule

January 9, 2026	Selection of Contractor
January 26, 2026	Start Date of Work and Contract
February 2, 2026 – March 27, 2026	<ul style="list-style-type: none">• Training and Onboarding with Keepers of the Circle’s Training Team• Observation (online and in-person) of the delivery of CCC training
May 4, 2026 – June 19, 2026	Delivery of 7-week CCC curriculum in North Bay.
June 19 – August 28, 2026	Bi-weekly monitor check-ins with participants during 10-week work placement

4.SUBMISSION DETAILS

Please submit your proposal and any requested documents by email to f.sanche@keepersofthecircle.com with the subject title “*RFP Submission – Contract Facilitator*” by **5:00pm EST December 19, 2025**. If your files exceed the limit for attachment, please include a link to a Google Drive folder or Dropbox folder with any instructions for access.

If you have any questions about the RFP process or submission, please email f.sanche@keepersofthecircle.com.

Your proposal should include the following elements:

1. Resume/CV.
2. 1 page cover letter detailing your relevant experience.

3. A brief 1-2 minute video introducing yourself, sharing your understanding of the difference between facilitation and teaching, and what a trauma-informed approach means to you.
4. Hourly rate or full-service rate expectations for duration of contract.